

THE TULALIP TRIBES
Administrative Division
Job Description

Job Title: Travel Assistant

Job Number: TTT-020-07

Note: Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application to be considered for this position.

The Tulalip Tribes publicly announces that Tribal and Indian Preference in hiring shall apply to Tribal Job opportunities.

<p><u>EDUCATION:</u> (Please attach all required education documents with application; i.e., diploma, degrees, certificates, etc.)</p> <p><input type="checkbox"/> High School Diploma or GED equivalent Required</p> <p><u>SKILLS:</u></p> <p><input type="checkbox"/> Strong organizational skills and be methodical in conducting work, i.e., prioritizing, multitasking, planning and coordinating.</p> <p><input type="checkbox"/> Excellent communication skills both verbal and written.</p> <p><input type="checkbox"/> Maintain composure, think clearly, and perform well under pressure working in a fast paced environment.</p> <p><input type="checkbox"/> Develop and maintain an organized and efficient filing system for department files.</p> <p><input type="checkbox"/> Able to type 30 wpm without errors.</p> <p><input type="checkbox"/> Compose routine business correspondence, i.e., letters, memorandums, etc.</p> <p><input type="checkbox"/> Demonstrate quick decisive problem solving, ability to evaluate dealing with complex situation using independent and sound judgment.</p> <p><input type="checkbox"/> Familiarity and skills with modern office machines.</p> <p><input type="checkbox"/> Must have accounting experience.</p> <p><u>EXPERIENCE:</u></p> <p><input type="checkbox"/> Minimum of one (1) year customer services experience</p> <p><input type="checkbox"/> Minimum of one (1) year experience using Microsoft office, Word, Excel, Explore, MOM's financial and Outlook program.</p> <p><input type="checkbox"/> Experience working with Tribal Policies and Procedures.</p> <p><u>OTHER REQUIREMENTS:</u></p> <p><input type="checkbox"/> Must show experience in providing strict confidentiality of all oral and written information.</p> <p><input type="checkbox"/> Must have a valid drivers license (Please attach documentation)</p> <p><input type="checkbox"/> Must possess and maintain personal automobile insurance (Please attach documentation)</p> <p><input type="checkbox"/> Use of Personal vehicle will be required.</p> <p><input type="checkbox"/> Must be willing to attend progressive related training as deemed necessary.</p> <p><input type="checkbox"/> Must be able to work as required on evenings, weekends, and/or holidays.</p> <p><input type="checkbox"/> Must have a successful employment history with the Tulalip Tribes and/or other current and past employers.</p>

Physical Characteristics and/or Prerequisites

- ☐ Manual and finger dexterity to operation of a personal computer and routine paperwork.
- ☐ Stamina to sit for prolonged periods of time.
- ☐ Tolerance to be exposed to a computer screen for prolonged periods of time.
- ☐ Mobility to bend, stoop and/or climb stair on an occasional basis.
- ☐ Strength and mobility to lift and carry short distances up to 25lbs on an occasional basis.

Tribal Department: Property and Supply

Employee Classification: Non-Exempt

Job Summary: Process all aspect of travel and documentation. Purchase airline tickets, hotel and rental car for staff. Reconcile all travel receipt when staff returns from training. Process proper paperwork for payroll deduction and/or refunds. Making sure staff is following the Travel policy to the fullest intent.

Employee Reports To: Property and Supply Coordinator

Specific Duties Performed:

1. Process all travel paperwork, (check and purchase orders)
2. Review all travel documentation making sure it follows the Travel Policy.
3. Develop files for all staff that travel so that the Tribe has a history of staff training.
4. Make copies of all travel documents for Supervisors when staff has not followed the Travel policy.
5. Reconcile all travel receipt upon return of staff.
6. Research, plan, organize, and facilitate the best price possible for staffs travel, making sure the tribe saves money and staff is still saves.
7. Maintain a close relationship with finance to make sure all proper paperwork is being handed in for there audit.
8. Be crossed trained and fill in for other Property and Supply Staff.
9. Other related duties as deemed necessary.

Terms of Employment: This is a Regular Full-time position, requiring at least 40 hours per work, or 2080 hours per year.

Pay Range: \$13.35- \$ 18.77 Per Hour

Opening Date: January 26, 2007

Closing Date: February 9, 2007

Please return your completed application with required attachments, by the closing date and time, to the Tulalip Tribes Employment Office, located at 6103 31st Avenue N.E. Tulalip, WA 98271. Tulalip Employment hours Monday-Friday, 8:00 a.m. to 4:30 p.m. (360) 651-3686 or toll free 1 (800) 869-8287, ext. 3686.